

PROFESSIONAL RESEARCH AND PUBLISHING

The Schools have proprietary rights to publications, instructional materials, and devices prepared by ~~employees~~ staff members unless prepared by such ~~employees~~ staff members on their own time and without use of school facilities and/or equipment.

- The Superintendent is required to review material prepared by staff members prior to copyright or patent for subsequent publication or distribution. Following such review the Superintendent shall recommend to the Board whether not all or part of the Board's proprietary rights should be waived in favor of the ~~employees~~ staff member preparing such materials.
- Any staff member who submits professional materials for publication in which the Schools are mentioned will submit all such material to the Superintendent prior to release for publication, including materials developed on the ~~employee's~~ staff member's own time.

Adopted: ~~August 25, 1994~~

~~LEGAL REF.:~~
~~A.R.S. 15-1323~~

PROFESSIONAL / SUPPORT STAFF HIRING

It shall be the policy of ASDB to recruit and employ the best qualified staff members. This will be accomplished considering to qualifications and by providing competitive salary schedules within the financial capabilities of ASDB, adequate facilities, and good work conditions.

The ASDB Superintendent is responsible for establishing an effective process of recruiting staff members. In carrying out this responsibility, the ASDB Superintendent may involve other staff members as needed. To provide guidance and aid in recruiting staff members, the ASDB Board adopts the following general criteria, which shall be utilized in the recruiting and hiring process.

- A. ~~A.~~—There will be no discrimination in the hiring process due to race, color, religion, sex, age, national origin, language of origin, sexual orientation, gender identity, or expression, marital status, or disability of an otherwise individual.
- B. ~~B.~~—Documented, good-faith efforts shall be made to contact previous employers of a person to obtain information and recommendations that may be relevant to the person's fitness for employment.
- C. ~~C.~~—All state and federal requirements shall be met.
- D. ~~D.~~—All positions filled will have on record a [Personnel/Payroll Action \(PPA\)](#) or [Position Description Questionnaire \(PDQ\)](#) which designates the immediate supervisor, method of position performance evaluation, and terms of employment including salary, workday hours, and annual work days.
- E. ~~E.~~—Terms of employment (salary, number of annual work days, daily work hours) shall be specified pursuant to established salary schedules adopted by the ASDB Board.
- F. ~~F.~~—Except as amended by workload adjustment or special projects approved by the ASDB Superintendent, staff members in similar work classifications shall have equitable terms of employment.

Information obtained about a staff member or applicant for employment by ASDB in the performance of a background investigation, including any records indicating that a current or former staff member of ASDB was disciplined for violating the policies of the ASDB Board pursuant to A.R.S. 15-153, may be retained by ASDB and may be provided to any school district or other public school that is performing a background investigation.

Adopted: ~~May 7, 2020~~

PROFESSIONAL / SUPPORT STAFF SUPPLEMENTARY PAY

Professional Staff:

The Superintendent or designee will recommend to the ASDB Board an extra-duty pay schedule when changes are deemed necessary by the Executive Director, Human Resources for its review and action.

Support Staff:

~~The Superintendent or designee will recommend an extra-duty pay schedule for the ASDB Board's review and action when changes are deemed necessary by the Executive Director, Human Resources.~~

Whenever applicable, pay for extra duty must be coordinated with regular pay in accord with the requirements of the Fair Labor Standards Act.

Adopted: ~~July 12, 2018~~

SUPPORT STAFF ASSIGNMENTS AND TRANSFERS

Assignments

The Superintendent or designee will determine all support staff member assignments.

Support staff members shall be assigned based on the needs of ASDB, on their qualifications, and on their expressed desires. When it is not possible to meet all three (3) conditions, a staff member shall be assigned first in accordance with the needs of ASDB, second where the Superintendent or designee determines the staff member is most qualified to serve, and third as to the expressed preference of the staff member.

Assignments may be changed to serve the best interests of ASDB.

Transfers/Reassignments

Staff members may [request](#)/apply for [a](#) transfer or reassignment whether or not a vacancy exists.

The transfer/reassignment of support staff members will be based on the needs of ASDB, staff member qualifications, and the staff member's desires. When it is not possible to meet all three (3) conditions, a staff member shall be assigned first in accordance with the needs of ASDB, second where the Superintendent or designee determines the staff member is most qualified to serve, and third as to the expressed preference of the staff member.

The above applies to transfers/reassignments within the same job classification and pay grade. Transfer/reassignment of a staff member to a position of greater or lesser pay requires [Superintendent approval, after consultation with the ASDB Board President approval](#).

Adopted: [November 7, 2019](#)

NONSCHOOL EMPLOYMENT BY PROFESSIONAL / SUPPORT STAFF MEMBERS

The position for which a person has been employed shall be given precedence over any type of outside work or self-employment. ~~Employees~~ Staff members are free to carry on individual work or self-employment projects as long as no Schools facilities, equipment, or buildings are used, except as provided by policy, and the outside work or self-employment does not interfere with the ~~employees'~~ staff members' performance of Schools-assigned duties.

The outside work or self-employment by a staff member is of concern to the Schools insofar as it may:

- Prevent the employee from performing assigned responsibilities in an effective manner.
- Be prejudicial to proper effectiveness in the position or compromise the Schools.
- Raise a question of conflict of interest for example, where the employee's position in the Schools permits access to information or other advantage useful to the outside employer.

Therefore, an ~~employee~~ staff member may not perform any duties related to outside work or self-employment during regular Schools working hours or during the additional time that is needed to fulfill the responsibilities of the Schools position. ~~Employees~~ Staff members are required to notify their supervisor of outside (secondary) employment by submitting a completed form defining their outside employment duties and work hours. This form shall be approved by the Assistant Superintendent/Executive/Principal/Director and placed in the staff member's personnel file. Staff members who fail to make required disclosures or to take action to resolve any conflict of interest may be disciplined or terminated from employment. ~~who violate this policy are subject to reprimand, suspension, or termination.~~

Adopted: ~~August 25, 1994~~

LEGAL REF.:

~~A.R.S. — 15-1323~~

~~A.R.S. — 15-1321-1341~~

CROSS REF.:

~~EDB — Maintenance and Control of Materials~~

~~KF — Community Use of School Facilitie~~

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**PART-TIME AND SUBSTITUTE PROFESSIONAL / EMPLOYMENT
(SUBSTITUTE TEACHERS)**

The ASDB Board will establish the daily pay rate for substitute teachers.

The principals will screen all applicants for substitute positions that shall include the same fingerprinting and background checks as all ASDB staff members

~~The Principals will screen all applicants for substitute positions and hire substitute teachers as needed. Such screening will include the same fingerprinting and background checks as required for regular staff members.~~

The Assistant Superintendent will establish procedures to (1) ensure that all substitute teachers used in ASDB meet all state and ASDB requirements; (2) define short and long-term assignments; (3) provide a plan for paying substitute teachers who work less than a full day.

Adopted: ~~November 7, 2018~~

**PROFESSIONAL/SUPPORT STAFF HIRING
(COMPENSATION CRITERIA-INCENTIVE PAY) (CERTIFICATED,
CREDENTIALLED, AND LICENSED STAFF MEMBERS-)**

Salaries for specified certificated, credentialed or licensed staff members are based on academic coursework and experience. Once employed, experience, performance, professional activity, certification, and other factors contribute to movement between grades and/or steps.

School-year staff members' salaries are based on a specified number of work days, set forth as 186 days.

The schedule as specified above may be adjusted due to requirements of selected positions. During the first year of employment new staff members may be required to participate in up to an additional 3 days of orientation as a part of their first work year and scheduled at the discretion of ASDB.

All salary adjustments are contingent on funds being appropriated for the purpose requested and available in the year of distribution. If funds are not available at the time of approved change, salary adjustments will be effective in the fiscal year when funds have been appropriated and are available for the intended purpose. When funds become available, salary adjustments will be made in order of eligibility dates. Salary adjustments are not retroactive to the eligibility date of a previous fiscal year unless so stated in the appropriation or funding source.

The ASDB Board recognizing the efforts of staff who deliver quality education to our children and youth throughout the state as evidenced by student improvement academically and personally, establishes a program to provide performance based incentive pay to professional staff on the ~~certificated-Teacher~~ salary schedule. This program is subject to continuing legislative appropriation.

Incentive pay for ~~certificated and credentialed~~ teaching staff shall be tied to group performance since the education of students is a team effort. Objective measures approved by the ASDB Superintendent or designee will be used to determine the level of satisfaction with the quality of education delivered to students.

The ASDB Superintendent or designee is authorized to develop and implement the terms and conditions of participation in the program, the measures by which staff will be evaluated to determine eligibility for incentive pay and the distribution of funds.

Certification

Upon entry, staff members for whom certification is offered by the Arizona Department of Education are required to secure such certification. Persons employed for positions for which state certification is not offered, are required on entry to secure the appropriate license or credential offered by the State of Arizona or a national certification body.

Both state and national certificates will be required when appropriate. Such additional certificates, credentials or licenses, as appropriate, may be required as provided by procedures established by the Superintendent and as described in Board policy. Certificates, credentials or licenses shall be required upon employment. The Superintendent may approve extensions when circumstances warrant. Such extensions shall be made only after careful consideration of the effects on the welfare of students.

Staff members are required to maintain their certificates, credentials, or licenses. Staff members are considered eligible for salary advancement if they hold a valid certificate, credential, or license required for their position on July 1 of the new school year. ~~Sub-c~~ Work time spent while holding substitute teacher certification does not qualify towards ~~is not eligible~~ for salary advancement. Staff members without the required certificate, credential, or license may be terminated.

Adopted: ~~May 7, 2020~~